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## COMMONWEALTH *of* VIRGINIA

Lemuel C. Stewart, Jr.  
Chief Information Officer  
Email:lem.stewart@vita.virginia.gov

Virginia Information Technologies Agency  
411 EAST FRANKLIN STREET, SUITE 500  
RICHMOND, VIRGINIA 23219  
(804) 225-VITA (8482)

TDD VOICE -TEL. NO.  
711

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### **MEMORANDUM**

**TO:** Heads of Executive Branch Agencies & Institutions of Higher Education  
Agency Information Technology Resources (AITRs)

**FROM:** Lemuel C. Stewart, Jr., CIO of the Commonwealth

**SUBJECT:** Clarification of Review Process of Projects Proposed Under the Public-Private Educational Facilities and Infrastructure Act of 2002

The Public-Private Educational Facilities and Infrastructure Act of 2002 (referred to in brief as PPEA) provides the opportunity for state agencies and institutions to consider solicited and unsolicited proposals for innovative approaches to fund and develop a wide range of facility and infrastructure projects, including those dealing with technology.

The PPEA defines “technology infrastructure” qualifying projects as including, but not limited to, telecommunications, automated data processing, word processing and management information systems, and related information, equipment, goods, and services. PPEA technology infrastructure projects are considered “major” projects—those projects that are mission critical to an agency, have statewide application, or a total estimated cost of more than \$1 million.

The Virginia Information Technologies Agency (VITA) anticipates that it will receive the bulk of unsolicited PPEA proposals related to technology infrastructure. However, before an agency issues a technology infrastructure PPEA solicitation or accepts an unsolicited technology infrastructure PPEA proposal, such solicitations and proposals are subject to the review and approval by the CIO of the Commonwealth and the Information Technology Investment Board. The table below summarizes the sequencing of actions for the review and approval of PPEA proposals.

If you believe that the technology component of a PPEA proposal does not meet the criteria for “major” projects, you may request the CIO of the Commonwealth make such a determination at the time the RFP (for solicited proposals) or Planning Approval request (for unsolicited proposals) is submitted.

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Model Procedures for using PPEA as well as the complete text of the legislation can be found at <http://www.administration.virginia.gov/Services/Vendors/PPEIA.cfm>. For detailed information on procedures for submission to the CIO of the Commonwealth and ITIB, see [www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc](http://www.vita.virginia.gov/projects/cpm/cpmDocs/projectInitInterimProcs030903.doc).

For questions or additional information on these procedures, please contact George Williams, in VITA's Project Management Division, at [george.williams@vita.virginia.gov](mailto:george.williams@vita.virginia.gov) or 804-371-2771.

## Relationship of CIO & IT Investment Board Review/Approval Requirements To Processes Under PPEA

CIO/ITIB Review & Approval Requirement	Related PPEA Process Step
<b>Major Project Planning Approval</b> —An Agency IT Strategic Plan Amendment Request, defining the PPEA project, has been submitted to and approved by the CIO.	Occurs during the Initial Review Phase, <u>before</u> the agency accepts the project as a qualifying project and posts the proposal(s) for competing submissions.
<b>Major Project Development Approval</b> —The detailed Project Proposal and Project Charter have been recommended by VITA's Project Management Division and the appropriate oversight committee, and approved by the CIO and ITIB.	Occurs during the Detail Review Phase, <u>before</u> the agency selects a proposal for negotiation.
<b>Major Project Procurement Approval</b> —The PPEA RFP has been reviewed and recommended by VITA's Project Management Division and Supply Chain Management Directorate, and approved by the CIO.	For Solicited Proposals—occurs <u>before</u> release of a PPEA RFP. For Unsolicited Proposals—not applicable to PPEA.
<b>Major Project Contract Approval</b> —The prepared contract has been reviewed and recommended by VITA's Project Management Division and Supply Chain Management Directorate, and approved by the CIO.	Occurs <u>after</u> a Comprehensive Agreement has been negotiated and <u>before</u> its submission to the Governor.

cc: Information Technology Investment Board Members

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